

### Standby Approach Under Section 9.11(a) of AFSCME Contract

NOTE: This document is intended to generally describe the standby approach for workgroups assigned standby under Section 9.11(a) of the AFSCME contract. However, each of the items below may not be applicable to every workgroup; for example, wastewater treatment which works varied schedules for seven day a week coverage would likely not follow a Tuesday-to-Tuesday standby schedule.

- For those positions assigned standby under in Section 9.11 (a) of the AFSME contract, standby duty will begin at the end of the employee's regular work shift on Tuesday and end at the start of the employees regular work shift the following Tuesday. In the event a city holiday occurs on a Tuesday, the standby period shall be extended to the next normal work day and the subsequent employee's standby period will be similarly shortened.
- Supervisors of participating work groups will set/publish a quarterly schedule.
- The workgroup's first quarterly schedule will be set by seniority with the City of Corvallis, least to most. Determination of seniority is on a workgroup by workgroup basis.
- Standby assignments will continue to cycle through the set rotation regardless of the end or beginning of a quarter. This practice is intended to prevent overburdening individual employees and also provide a means for staff to predict their assignments and plan leave beyond the published quarterly schedule.
- An addition or subtraction of an FTE position to the rotation will obviously impact the rotation. When this occurs, the supervisor will put forward a good faith effort to minimize negative impacts to the workgroup.
- 60 • When a vacancy, or documented inability to perform standby, exists within the rotation (Other than a "permanent" reduction in FTE), the base rotation will not change. The intent here is to minimize the impact of the vacancy on others. The supervisor will first ask for volunteers to fill the vacant assignments. Any shifts not covered through a volunteer will be assigned by the supervisor, at the supervisor's discretion.
- New employees may not immediately be assigned to standby. New employees will be added to the rotation when the supervisor believes they are capable of performing standby duties.
- Notwithstanding the foregoing, standby is a condition of employment and a supervisor has the authority to assign it based on the needs of the workgroup/community at their sole discretion.
- If an employee does not want to do, or cannot do, their assigned standby for any reason other than what is identified in Section 9.11 (e) and (f) of the AFSME contract, it is the employees responsibility to find coverage for their assigned standby shift. Swapping weeks with another employee is acceptable. All changes must be pre-approved by the workgroup supervisor and the employee taking stand-by duty is required to meet all the requirements of the assignment.
- Proposed schedule adjustments under the prior bullet shall be made to the workgroup supervisor a minimum of two work days in advance of the first day impacted by the schedule change. No reasonable request will be denied. Reasonableness is at the sole discretion of the supervisor.
- Proposed schedule adjustments made with less than two work days' notice can be considered on a cases-by-case basis but should not be considered standard protocol. Here again, approval is at the supervisor's sole discretion.
- A cellular telephone will be supplied for standby personnel. The City cell phone shall not be used for personal business. A supervisor can require/approve an alternate electronic device to the city-supplied standby phone.

- Employees on standby are typically called out by the on-call supervisor or the SCADA Alarm Dialer. The process for an on-call supervisor calling an employee on standby back is:
  - The on-call supervisor will contact the appropriate standby person by phone, or required/approved alternate method.
  - If the on-call supervisor cannot contact the standby person on the first attempt, they will leave a message. Upon receiving the message, the standby person is required to respond immediately to the on-call supervisor. Immediately is defined as responding to the on-call supervisor within five (5) minutes of when the message was left.
  - After five (5) minutes, if the on-call supervisor has not received a call back from the standby person, the supervisor will make a second attempt to contact the standby person.
  - If after the second attempt the on-call supervisor cannot reach the standby person, the on-call supervisor can begin going down the callout list to find personnel to respond to the emergency.
  - If no contact is made on the second attempt, the standby employee may be considered to be failing to respond to a callout. Failure to respond to a callout may be grounds for disciplinary action in accordance with City policy and the Collective Bargaining Agreement.
- Once the standby employee responds to the callout location, they may determine that additional help is needed. The responding standby employee will contact the on-call supervisor explaining the situation and requesting additional support. Additional staff will be dispatched as necessary, according to City and department procedures.